

BOARD OF SELECTMEN
Minutes of December 8, 2008

MEMBERS PRESENT: Chairman Dennis Senibaldi called the meeting to order at 7:05 PM. Selectmen Bruce Breton, Galen Stearns, Charles McMahon and Roger Hohenberger were present, as was Town Administrator David Sullivan. Mr. Senibaldi read the agenda into the record followed by the Pledge of Allegiance.

Mr. Senibaldi advised that the Board had opened the meeting at 6:30 PM with a non-public session with Mr. Turner to discuss the Planning Department re-organization. He noted the Board had advised Mr. Turner that he would continue to run the Department in the interim until the Director of Community Development is hired, and that he was welcome to apply for the position. Mr. Senibaldi also noted that the Board had also offered Mr. Turner the position of Town Planner during the discussion.

LIAISON REPORTS: Mr. Hohenberger advised that the CIP Committee had finalized the draft CIP Plan and would be presenting it to the Planning Board, possibly on December 10th.

Mr. McMahon advised that the Windham Housing Authority will be submitting their preliminary funding application the following day.

MINUTES: Tabled.

ANNOUNCEMENTS: Mr. Sullivan advised that the technical proposals for legal services had been opened the previous Friday and, of them, three will be chosen to interview and discuss cost proposals. He indicated that the Board of Selectmen is welcome to review the technical proposals and participate in the interview process.

Mr. Sullivan advised the Board that SEA Consultants, as engineers for the Castle Hill Road Bridge project, had opened their bids on Friday and that those had come in slightly higher than anticipated but within the project contingency. Mr. Sullivan noted that SEA is recommending to the State that Bayview Construction be awarded the project, which is the same company that completed the Tallant Road bridge in Pelham.

Mr. Sullivan noted that, if the Board were in support, the Town offices would close the day after Christmas with employees utilizing their earned time. The Board offered no objection.

MACK TRUCK PURCHASE: Mr. Poulson advised the Board that he had followed up with McDevitt regarding holding of the 2007 Mack for purchase in 2009. He noted that the dealer had agreed to the following: vehicle price of \$89,200, a cost to retrofit of \$3,800, and a holding plan fee of \$1,600 for a total purchase price of \$94,600; and a trade-in allowance of \$10,000 for the 1990 Mack. Mr. Poulson indicated this would leave a net cost of \$84,600, and that the holding plan fee would be paid immediately from the 2008 budget, which would leave a remaining cost of \$83,000 for 2009. The 2009 budget allowance for this purchase is \$85,000.

After a brief discussion, Mr. Breton moved and Mr. Stearns seconded to purchase the 2007 Mack as presented, contingent upon passage of the 2009 budget. Passed 4-1, with Mr. Hohenberger opposed citing economical concerns.

RECREATION COORDINATOR: Ms. Haas approached to request acceptance of general donations from the following toward the Senior Christmas Party: Delahunty's and Jay Yennaco; T-Bones of Salem; The Homestead Restaurant of Londonderry; The Windham Restaurant; Cracker Barrel of Londonderry; The Lobster Tail; Windham Gear & Awards; The Windham Junction; The Common Man; and Li's Asian Gourmet.

Mr. McMahon moved and Mr. Breton seconded to accept the donations with thanks. Passed unanimously.

Ms. Haas then extended her thanks to the following for their assistance with the Annual Christmas Tree Lighting: Girl Scout Troop 12107 and Jack Donahue/Sue Chapman; Boy Scouts and Steve Pierson; Windham Middle School Chorus and Sheila Cuneo; Al Letizio; Bruce Breton; The LoChiatto Family; Hanna Curtis; John Alosso; Peter Zohdi; Earl Bartlett; Belinda and Ralph Sinclair; Windham Community Band; Allan Barlow and the Maintenance Department; Police and Fire Department; Cable Studio including Evie and Vickey, and Stacey Sofronas; Dennis Root; Kim Monterio; Honey Dew Donuts; Dunkin Donuts; Three Wise Men; Apex Tent; Glen's Crème & Cone; and Recreation Committee members Dennis Senibaldi, Bill Brennan, Glen Yergeau, Ralph Valentine, Lynn Goldman, and Barry Goldman.

ENGINEERING COPIER: Mr. Sullivan advised that three (3) quotes for the purchase of an engineering copier had been obtained per the Board's request. He noted that he, Mr. Turner, and Mr. DeLong had met with Conway to test a Xerox 6204, and had obtained quotes from the following: Conway; Spillers, for the same machine; and GEI for a similarly equipped Seiko machine. Mr. Sullivan recommended the purchase be awarded to the low bidder, Spillers, in the amount of \$11,454.

Mr. McMahon moved and Mr. Breton seconded to approve the purchase of an engineering copier from Spillers at a cost of \$11,454 plus an annual service cost of approximately **\$450**. Passed unanimously.

Mr. Sullivan then advised the Board that the Planning Department would be purchasing an office copier, the cost of which will not exceed \$5,000, and their existing copier will be transferred to the second floor of the Bartley Building for use by Administration.

2009 BUDGET PROPOSAL: Mr. Senibaldi noted that, after additional consideration, the Board of Selectmen had requested the Department Heads look to trim their proposed 2009 budgets beyond the 0.43% increase discussed at the recent budget meeting. Mr. Breton then reviewed the following proposals:

- Reduce the Fire Department overtime budget by \$16,115
- Reduce the budget for the HDC from \$5,000 to \$0
- Reduce the Transfer budget by one operator position effective 7/1/09 – savings of \$22,190
- Eliminate \$3,000 for engineering of the upper Nashua Road field

After discussion amongst the members, it was the consensus of the Board to support removal of the engineering costs and reduction of the Fire overtime budget as proposed.

Discussion then moved to proposed COLA's for all employees, and whether to reduce budgeted amounts by 0.25%. Mr. Sullivan explained that regardless of whether the Board budgets 3.5 or 3.75%, if the COLA, which is based on the ending CPI for 2008, comes in higher that is what the employees will receive. He then recommended the Board go with 3.75%, and a lengthy discussion ensued. It was a 4-1 consensus of the Board to support 3.75%, with Mr. Breton in support of 3.5%.

Discussion then moved to the Transfer Station position, and there was a 3-2 consensus to support removal of the position effective July 1, 2009, with Mr. McMahan and Mr. Stearns opposed.

Lengthy discussion then ensued regarding the elimination of trash removal services at Griffin Park by Ideal Disposal. There was a 4-1 consensus to eliminate this service, with Mr. Senibaldi opposed. Mr. Hohenberger then moved and Mr. Stearns seconded to reduce the amount budgeted to \$2,000 for the purpose of purchasing additional barrels for Griffin Park. Passed 3-2, with Mr. Breton and Mr. Senibaldi opposed.

Ms. Carol Pynn approached in opposition of eliminating the \$5,000 Historic District/Heritage Commission budget. She noted the HDC would like to have this money available to purchase additional signs and/or to complete architectural evaluations of historical properties in jeopardy. After a brief discussion, Mr. McMahan moved and Mr. Hohenberger seconded to leave the amount of \$1,000 for architectural studies. Passed 3-2, with Mr. Breton and Mr. Senibaldi opposed.

Mrs. Call then advised that, as a result of these changes, the proposed budget was now \$10,000 +/- less than the previous year. Mr. Senibaldi extended his thanks to Town staff for their efforts.

The Chairman then excused himself from the meeting, and Vice Chairman Breton assumed the chairmanship.

PUBLIC HEARING: *Acceptance of portions of Timberlane and Heritage Hill Road* - Mr. Sullivan read the public hearing notices into the record, and Planning Director Al Turner reviewed the areas in questions with the Board.

Mr. Stearns moved and Mr. Hohenberger seconded to accept as Town roads: Timberland Road from station 00+00 to 15+36, Heritage Hill Road from Station 00+00 to 23+84, Heritage Hill Road from station 12+00 to 28+50, and Timberland Road from Station 00+00 to 11+91. Passed 4-0.

Mr. Hohenberger moved to post all these roadways as 25MPH. There was no second.

Mr. Stearns then moved and Mr. McMahan seconded to release the bond in the amount of \$31,400 to Herbert Associates for the Heights of West Windham; and to release \$57,778, retaining \$51,960, for Heritage Acres. Passed 4-0.

COMMUNITY DEVELOPMENT DIRECTOR JOB DESCRIPTION: Mr. Sullivan explained that the proposed document was a compilation of several surrounding communities. Mr. Hohenberger requested that language be added to clarify that the position works with other Departments to safely develop the community, with other community development groups, such as

the CPIA, to facilitate controlled growth within those areas, and that the duty of serving as primary contact for the department be moved to the general job description paragraph. After concurrence with the changes by the remaining members, Mr. McMahon moved and Mr. Stearns seconded to approve the job description with these revisions. Passed 4-0.

Brief discussion ensued regarding the Town Planner job description, and changes thereto, and it was the consensus of the Board to hold off on amending any other department job descriptions but to move forward to advertise for a Director of Community Development.

LONDONBRIDGE ROAD: The Board discussed at length with Highway Agent Jack McCartney those bids received for the options regarding the Londonbridge Road project. Mr. McCartney indicated that, while American Excavating appeared to be the low bidder for all options, their bid did include some exclusions and hot top escalations. Mr. McCartney indicated he was not making a recommendation for any of the bidders, but that it was likely that American Excavating would be the lowest across the board.

Discussion ensued regarding the additional costs each option might represent, including additional engineering or land acquisition costs; the estimated cost based on the bids for a Class V 24' roadway, which would be approximately \$856K; and the need to speak to the School District further.

It was the consensus of the Board that Mr. Sullivan and Mr. Breton return to the land owners for further discussion, and to allow the Town Engineer to begin the further engineering process, to cost approximately \$3-5K.

OLD/NEW BUSINESS: Mr. Breton noted that three zoning petitions had been received regarding the following: 1. political signage; and 2 and 3. rezoning of several properties from Professional Business District to Business Commercial A. Each of these petitions has been forwarded accordingly to the Planning Board.

Mr. Sullivan advised the Board that a request had been received from Mrs. Beth Talbott to be moved from a regular member to an alternate position on the Historic District/Heritage Commission. Mr. Stearns moved and Mr. McMahon seconded to approve Mrs. Talbott's request. Passed 4-0.

NON-PUBLIC SESSION: Mr. McMahon moved and Mr. Stearns seconded to enter into a non-public session in accordance with RSA 91-A:3-II a, c and e. Roll call vote – all members “yes”. The topics of discussion were personnel, reputations and legal, and the Board, Mr. Sullivan, and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan reviewed four (4) department head evaluations with the Board, all of which were approved and executed accordingly by the members.

Mr. Sullivan discussed a union matter relative to a potential sidebar with the Municipal union. It was the consensus of the Board that Mr. Sullivan proceed.

The Board discussed a personnel matter relative to compensation for the Director of Community Development position. It was the consensus of the Board to advertise the position at the current Planning Director scale/rate.

The Board discussed a matter relative to reputations. No decisions were made.

Mr. Stearns and Mr. McMahon seconded to adjourn. Passed 4-0.

The meeting was adjourned at 10:45 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

Note: These minutes are in draft form and have not been submitted to the Board for approval.